

**WISCONSIN DEPARTMENT OF  
REGULATION & LICENSING**



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**SOCIAL WORKERS SECTION  
MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELORS  
AND SOCIAL WORK (MPSW)**

**Room 179A, 1400 E. Washington Avenue, Madison WI**

**Contact: Kimberly Nania (608-267-7223)**

**February 2, 2005**

**8:30 AM**

**CLOSED SESSION – Screening Committee – Screen Informal Complaints – Division of Enforcement  
Staff and Board Members**

**9:00 AM**

**OPEN SESSION - CALL TO ORDER – ROLL CALL**

Approval of Agenda

Election of Officers

A. Approval of Minutes of November 17, 2004

Administrative Report

- ◆ Review Travel Rules and Policies  
(Annual Meetings, Intent to Travel, In-State & Out-of-State Travel)
- ◆ Review Hotel Policy  
(Rooms for 2005, Room Cancellation Policy)
- ◆ Quorum Confirmation Policy

B. Copy of Approved 2005 Meeting Dates

Presentation of Proposed Stipulations - Mark P. Peterson, CSW (04 SOC 010)

Margaret A. Pofahl, LCSW (01 SOC 004)

Michelle Glynn Arrowood (01 SOC 009)

Presentation of Proposed Stipulations that May Be Signed after Mailing of Agenda

C. Summary Reports on Pending Court Cases, Disciplinary Cases and Administrative Rules and Press Releases

D. Status of Rules and Statutes by Legal Counsel

- Scope Statement Regarding Post-Graduate Education and Field Experience for Licensure As A Clinical Social Worker
- MPSW Rule 1.09 Alcohol and Drug Counseling (CR 04-044) Effective Date
- MPSW 4.01 Supervised Pre-Certification and Pre-Licensure Social Work (CR 03-098) Effective Date

Hearing on Denial of Application – William Labine

**10:30 AM**

E. Discussion Regarding Clinical Concentration Guidelines for the Forty Percent Requirement

F. Two Year Review of SWTC Courses

G. Discussion Regarding Foreign Degree Equivalency

H. Online Jurisprudence Examinations

Approval of Psychometric Testing

Approval of Psychometric Testing After the Mailing of the Agenda

Screening Panel Report

Speaking Engagement Requests

Correspondence and Inquiries Received by Legal Counsel

I. Informational Items

- FYI: ASWB Board Member Training

Consulting with Legal Counsel

Visitor Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats., to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.) - 11:30 am

Impaired Professionals Procedure (IPP)

Monitoring

Deliberation on Other Monitoring Cases Received after Mailing of the Agenda

J. Deliberation on Hearing Regarding Denial of Application – William Labine

K. Deliberation of Proposed Stipulation and Final Decision Regarding - Mark P. Peterson, CSW Case (04 SOC 010)

L. Deliberation of Proposed Stipulation and Final Decision Regarding - Margaret A. Pofahl, LCSW Case (01 SOC 004)

M. Deliberation of Proposed Stipulation and Final Decision Regarding - Michelle Glynn Arrowood, CSW Case (01 SOC 009)

Deliberation of Proposed Stipulations that May be Signed after Mailing of Agenda

Deliberation of Proposed Final Decisions and Orders In the Matter of Disciplinary Proceedings Received After the Mailing of the Agenda

N. Deliberation of Administrative Warning - 04 SOC 026

Deliberation of Proposed Administrative Warnings Received after Mailing of Agenda

DSM IV, Questions to Be Added

Division of Enforcement – Case Status Report

Consulting with Legal Counsel

RECONVENE INTO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

Voting on Items Considered or Deliberated on in Closed Session, If Voting is Appropriate

Approval of Applications Reviewed with Jan Neitzel

DOE – Signature Collection

Other Section Business

**ADJOURNMENT**

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC UNLESS OTHERWISE NOTED. IF A BOARD ADJOURNS TO CLOSED SESSION, RECONVENES IN OPEN SESSION TO VOTE ON ITEMS CONSIDERED IN CLOSED SESSION, AND DURING VOTING DETERMINES THAT ADDITIONAL DELIBERATIONS ARE NECESSARY FOR VOTING, THE BOARD MAY ADJOURN TO CLOSED SESSION TO CONTINUE DELIBERATIONS AND THEN RECONVENE INTO OPEN SESSION FOR VOTING.

Meetings and hearings may be cancelled without notice. Times listed for meeting items are approximate and depend on the length of discussion and voting. The board may also consider in closed session, stipulations filed after the printing of this notice. Meetings may be confirmed by a telephone call to the listed contact person. Examinations are open only to authorized candidates. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. All meetings are held at 1400 East Washington Avenue, Madison, Wisconsin, unless otherwise noted. For a complete copy of the board's agenda, contact the board listed above. Interpreters for the hearing impaired provided on request. Contact the Affirmative Action Officer, (608) 266-2112.